



Transfer Process Fact Sheet

In accordance with DOE M 470.4-5, the Personnel Security Office (PSO) may allow for an individual's active access authorization or security clearance (hereafter referred to as a security clearance) to be simultaneously terminated under one contract and granted under another contract. Transfers can occur as a local transfer (between area offices under the control of the Service Center) or an external transfer (between Operation Offices).

Required Documents

For a transfer of a security clearance to be processed, the following documentation must be fully completed and submitted to the PSO for each security clearance.

1. DOE AL F 470.1, *Clearance Action Request/Personal Identity Verification*
2. DOE F 5631.29, *Security Termination Statement*

Conditions

Every practical effort should be made to obtain an executed DOE F 5631.29 from the individual. In cases where it is not possible to obtain a signature, the completed but unsigned form must still be submitted, along **with a written explanation as to why a signature could not be obtained.**

Once all information is received and verified, the transfer request will be processed.

Under unique circumstances (i.e. contract changes) where the need to transfer large numbers of security clearances exists, special consideration may be given to facilitate the transfers in a timely manner. Advanced notice must be given to PSO (as soon as the agency becomes aware), and PSO management approval is required.

References

- DOE M 470.4-5, PERSONNEL SECURITY

Questions?

Please contact the PSD HelpDesk. Our telephone hours are Monday through Friday, 7:00 a.m. to 4:00 p.m. You can also contact us via email. (505) 845-4636 / PSDHD@doeal.gov